

**DETERMINATION AND FINDINGS  
FOR A SOURCE PROCUREMENT**

**AGENCY:** District of Columbia Public Schools  
Language Acquisition Division

**PROPOSED CONTRACTOR:** Cordell Hull Foundation for International Education

**Contract NO.** RQ935954

**FINDINGS**

**1. AUTHORIZATION:**

D.C. Code 2-354.04.5 and 27 DCMR, Section 1304 and 1702.

**2. MINIMUM NEED:**

The District of Columbia Public Schools (DCPS), Language Acquisition Division (LAD) and Office of Teaching and Learning (OTL), have an immediate need to procure the services of a vendor to supply J1 Visas for the Visiting Spanish Teacher Program carried out in collaboration with the Embassy of Spain.

**3. ESTIMATED COST:**

The cost is \$39,750 for the proposed period date of award through 9/30/17.

**4. FACTS WHICH JUSTIFY A SOLE SOURCE PROCUREMENT:**

For the last seven years Cordell Hull Foundation New York (CHFNY) has provided services to The District of Columbia Public Schools (DCPS), Office of LAD as the sponsor of J1 visas for the Visiting Spanish Teacher program carried out in collaboration with the Embassy of Spain. CHFNY is highly knowledgeable about visa laws and requirements and accommodating of the needs and schedules of our DCPS staff. CHFNY is the only vendor that can fully provide the following services required by our agreement with the Embassy and as stipulated for all J1 visa holders:

- Year-long sponsorship and monitoring of J1 visas for all new hires
- Year-long sponsorship and monitoring J2 visas for family members of new hires
- Continuing J1 and J2 visa sponsorship and monitoring of currently employed Visiting Spanish Teachers
- Equilibration of new hires including temporary health and dental insurance and facilitating the integration of the new candidates to DC
- On-boarding training regarding their responsibilities as per the J1 visa program

DCPS requires a PO for 10-1-2016 to 9-30-2017 to sponsor 28 teachers in J-1 exchange teacher visa status: 10 new + 13 renew + 8 extensions for 4<sup>th</sup> and 5<sup>th</sup> years = 31, plus 8 dependents (spouse or child).